

**FRESNO, CALIFORNIA**  
**CLASS SPECIFICATION**

**COMBINATION WELDER LEADWORKER**

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Combination Welder Leadworker is the second level in a two-level Welder series. Incumbents are responsible for performing journey welding, operating a variety of hand and electric tools to fabricate metal, weld, braze and perform machine work, and serving as a lead worker.

The Combination Welder Leadworker is distinguished from the Combination Welder by responsibility for making work assignments, overseeing the work of other Welders, training, ordering and distributing supplies, preparing reports, and performing administrative tasks in the absence of the supervisor.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

1.	Serves as a lead worker to other employees, including prioritizing and assigning work; determining completion of work; and, training staff on work methods.	Daily 10%
2.	Forms and welds metal using acetylene and arc welding equipment, which requires: selecting proper types, sizes, and heat of materials for making welds; utilizing proper fabrication techniques; verifying measurements to ensure proper fit and size based on project requirements.	Daily 40%
3.	Fabricates complex parts from sketches and drawings.	Daily 15%
4.	Fabricates a variety of items including, but not limited to, bumpers, ladder racks, tool boxes, and pipe railings.	Daily 10%
5.	Operates a variety of hand and electric tools in performing metal fabrication, welding, brazing, and machine work.	Daily 5%
6.	Performs a variety of miscellaneous activities, which may include: straightening and repairing bent and damaged equipment and tools; fabricating tools for special projects; preheating and cleaning metals; and/or, performing other related activities.	Daily 5%
7.	Drives truck with portable welding equipment to complete projects in the field.	Daily 5%

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<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
8.	Prepares drawings of parts and items for fabrication, including calculating required materials and costs associated with the preparation of parts and items.	Daily 5%
9.	Monitors and maintains supply and equipment inventory and requisition replacement items.	Weekly 5%
10.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):

- High School diploma or GED;
- OR
- Two years of experience as a journey-level welder or completion of a recognized apprenticeship in the welding trade and one year of related experience;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):

- Basic Class C License

**Knowledge** (position requirements at entry):

Knowledge of:

- Applicable tools and equipment utilized in assigned area or responsibility;
- Welding and fabrication principles, practices and techniques;
- Properties of ferrous and non-ferrous metals;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Mathematical concepts;
- AutoCAD software;
- Inventory management principles and practices;
- Safe work practices and procedures.

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#### **Skills** (position requirements at entry):

Skill in:

- Prioritize and assigning work, detail oriented and ability to multi-task
- Training employees in proper work methods
- Monitoring and maintaining supply and material inventory
- Monitoring and participating in the preparation and maintenance of operational reports, logs and records
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Safely operating and maintaining applicable tools and equipment
- Welding and fabricating parts and items
- Preparing and performing mathematical calculations
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting and intense noises.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008